

Meeting Minutes for the Warren Housing Authority Board of Commissioners

Warren Senior Center, Andreozzi Hall, 20 Libby Lane, Warren, Rhode Island

August 15, 2016 6:30 p.m.

Meeting Called to Order:

The August 15, 2016 meeting of the Warren Housing Authority Board of Commissioners was called to order at 6:30pm at the Warren Housing Authority, 20 Libby Lane, Warren, RI 02885. The meeting was called to order by Chairman Alfano.

Chairman Alfano states the next meeting will be September 26, 2016 at 6:30PM.

1. Roll Call

Roll call vote was taken:

Present: Chairman Alfano, Vice Chairman Rego, Commissioner Cotta, Commissioner Mansi. and Commissioner Ryan.

2. Approval of Minutes from previous Meeting

a. July 25, 2016 Board of Commissioners Meeting Minutes

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to

**approve July 25, 2016 Board of Commissioners Meeting Minutes.
Motion is unanimous.**

b. July 25, 2016 Board of Commissioners Executive Session Minutes

**Motion by Vice Chairman Rego, seconded by Commissioner Cotta to
approve and seal July 25, 2016 Board of Commissioners Executive
Session Minutes. Motion is unanimous.**

3. Old Business

No Old Business

4. New Business

**a. Discussion, action, and approval of Resolution #16-419-
Authorizing Rent Calculations as to the Housing Choice Voucher
Program**

Resolution

**Approved by the Warren Housing Authority Board of Commissioners
This Resolution was discussed and approved on August 15, 2016
Effective: Immediately**

The following Resolution was introduced by the Secretary, read in full, considered and approved:

Authorizing Rent Calculations as to the Housing Choice Voucher Program

Whereas, the Warren Housing Authority Board of Commissioners has hereby reviewed, discussed and approved the calculations appearing below based upon analysis and presentation by the NELROD Company as contracted by the Warren Housing Authority for the purpose of making the rent calculations more efficient as well as bringing rents into line with market value in the Town of Warren, RI;

Whereas, the Warren Housing Authority Board of Commissioners approves the use of these specific calculations on the Housing Choice Voucher side of its operations;

NELROD STUDY

Unit Size Average Pricing

Efficiency \$669

1 Bedroom \$836

2 Bedroom \$985

3 Bedroom \$1,421

4 Bedroom \$1,624

RESOLUTION APPROVAL

UNIT	SIZE HUD	FAIR	MARKET
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STANDARD PERCENTAGE RESOLUTION

Efficiency	\$655	102%	\$668
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One Bedroom \$801 105% \$841
Two Bedroom \$972 102% \$991
Three Bedroom \$1,206 110% \$1,326
Four Bedroom \$1,452 110% \$1,597

UNIT	SIZE HUD	FAIR	MARKET
STANDARD PERCENTAGE RESOLUTION			
Efficiency	\$655	102%	\$668
One Bedroom	\$801	105%	\$841
Two Bedroom	\$972	102%	\$991
Three Bedroom	\$1,206	110%	\$1,326
Four Bedroom	\$1,452	110%	\$1,597

Therefore be it resolved that the Warren Housing Authority Board of Commissioners authorizes its Executive Director and agents to use this calculation on the Housing Choice Voucher side of its operations until further noticed or amended;

Adopted and Submitted to the record by the Warren Housing Authority that by a vote of 5 to 0, on 8/15/16.

Motion by Vice Chairman Rego, seconded by Commissioner Mansi to approve Resolution

#16-419- authorizing Rent Calculations as to the Housing Choice Voucher Program. Motion is unanimous.

b. Discussion, action, and approval of Resolution
#16-420-Reasonable Rent Policy

Resolution

Reasonable Rent Policy

WHEREAS; the Warren Housing Authority Board of Commissioners has hereby reviewed, discussed and approved this resolution; and

WHEREAS; The Department of Housing and Urban Development (HUD) has established regulations that require the Warren Housing Authority to adopt a written Administrative Plan that establishes local policies of the program in accordance with HUD requirements; and

WHEREAS; 24 CFR 982.54(d) 15 requires that the Warren Housing Authority Administrative Plan must cover PHA policies on the method of determining that rent to owner is a reasonable rent (initially and during the term of a HAP contract); and

WHEREAS; The Department of Housing and Urban Development has established the Section 8 Management Assessment Program (SEMAP) regulations that requires the Warren Housing Authority to demonstrate to HUD that the Agency has and implements a reasonable written method to determine and documents for each unit leased that the rent to owner is reasonable [24CFR985.3 (b) (3) (a) & (B)], and

WHEREAS; It is the intent of the Board of Commissioners of the Warren Housing Authority to establish policy that will implement the rules and regulations provided by the Department of Housing and Urban Development with regard to management of a public housing agency;

WHEREAS; The Warren Housing Authority has contracted, as part of the EZ-Reasonable Rent Determination System, to provide the Reasonable Rent Policy to be implemented by the Warren Housing Authority staff.

NOW THEREFORE BE IT RESOLVED that the Warren Housing Authority Board of Commissioners hereby approves and adopts the Reasonable Rent Policy that by a vote of 5 to 0, on the 15th day of AUGUST, 2016. This Policy will take effect immediately.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Resolution

16-420-Reasonable Rent Policy. Motion is unanimous.

c. Discussion, action, and approval of Resolution #16-421-Supporting Use of Facilities for Hair Salon Services for Residents of Kickemuit Village

Resolution

Supporting Use of Facilities for Hair Salon Services for Residents of Kickemuit Village

WHEREAS; the Warren Housing Authority Board of Commissioners has hereby reviewed, discussed and approved this resolution; and

WHEREAS; the Warren Housing Authority Board of Commissioners recognizes that the provision of Hair Salon Services to Kickemuit Village is a benefit to the residents; and

**WHEREAS; the Warren Housing Authority Board of Commissioners supports the cost associated with the provision of such services; and
WHEREAS; the Warren Housing Authority Board of Commissioners recognizes that an open and fair procurement process in accordance with State and Federal procurement regulation must occur prior to requesting HUD approval of such provision of Hair Salon Services on Public Housing premises;**

NOW THEREFORE BE IT RESOLVED that by a vote of 5 to 0, the Warren Housing Authority Board of Commissioners hereby approves and adopts the Resolution Supporting Use of Facilities for Hair Salon Services for Residents of Kickemuit Village on the 15th day of AUGUST, 2016. This Resolution will take effect immediately.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Resolution

#16-421-Supporting Use of Facilities for Hair Salon Services for Residents of Kickemuit Village. Motion is unanimous.

**d. Discussion, action, and approval of Resolution #16-422-Certificate of Corporate Resolution Authorizing Citizens Bank as a Depository of certain funds of the Warren Housing Authority
Resolution**

Certificate of Corporate Resolution Authorizing Citizens Bank as a Depository of certain funds of the Warren Housing Authority

RESOLVED: That the Chairman, Vice Chairman, Executive Director

and Fiscal Coordinator are hereby authorized to open and close accounts in the name of this organization, by dual signature only and in accord with the document hereto attached identified as “Citizens Bank/Warren Housing Authority Organization Resolution Attachment #1 dated: 8/2/16, page 1 & 2; Rev. 04/27/15”;

RESOLVED: That the Chairman, Vice Chairman, Executive Director and Fiscal Coordinator are hereby authorized and directed to certify to any interested party that this resolution has been duly adopted, is in full force and effect, and is in accordance with the provisions of the enabling legislation and by-laws of the Warren Housing Authority.

NOW THEREFORE BE IT RESOLVED that by a vote of 5 to 0 , the Warren Housing Authority Board of Commissioners hereby approves and adopts the Certificate of Corporate Resolution Authorizing Citizens Bank as a Depository of certain funds of the Warren Housing Authority on the 15th day of AUGUST, 2016. This Resolution will take effect immediately

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to approve Resolution

authorizing Citizens Bank as a Depository of certain funds of the Warren Housing Authority. Motion is unanimous.

e. Discussion, action and authorization of the Board Chair and Executive Director to sign “Corrective Action Plan; Term June 1, 2016 – December 31,2016 US Department of HUD and Warren Housing Authority”

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to authorize the Executive Director and Legal Counsel to respond to

HUD and come back with a resolution. Motion is unanimous.

5. Bills and Communication

a. Accept and approve expenditures from July 18th – August 12th, 2016

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to accept and approve expenditures from July 18th – August 12th, 2016. Motion is unanimous.

6. Secretary Report

a. Accept and approve Secretary's report

SECRETARY'S REPORT

August 15, 2016

• Reference to Audit Finding # 2015-010 : Special Tests and Provisions: General Depository Agreements -Federal Programs/Housing Choice Voucher Program, Low Rent Public Housing Program—" Condition: The Authority does not have an executed General Depository Agreement on file for all depositories of federal funds." As of this report depository agreements have been secured and placed on file at the Warren Housing Authority.

- Receipt, Review & Preparation for Response to receipt of a July 13, 2016 Notice from US HUD of Section 8 Management Assessment Program (SEMAP) downgrade of designation for FY ending June 30, 2015 from “standard performer” to “Troubled” based upon Independent Audit findings. A corrective action plan is underway; agreement pending.
- Reference to Audit Finding #2015-006: Eligibility -Federal Program -Housing Choice Voucher Program/ Cause: The Authority’s HCV staff lack the proper training and knowledge to successfully administer this program. Recommendation: “It is highly recommended that the Authority’s staff receive sufficient training in order to properly administer the program, and adhere to applicable Federal, State, and local rules and regulations.”²¹ Hour HCV Rent Calculation Training completed by employee Carol Rabideau & part-time employee Katelyn Silva.
- Two Informal Hearings Occurred: One as to Public Housing Waiting List placement and One as to Section 8 rent calculation (retroactive miscalculation representation consideration).
- Review and Discussion with Fiscal Coordinator of case public housing case file and rent calculation disposition.
- Meetings with Public Housing Coordinator and Maintenance Department as to status up-date on vacancy rate, leasing time-line(s),apartment rehabilitations
- Temporary Maintenance supplemental plan reviewed and enacted.
- Liaison with Maintenance Department as to re-posting of Resident only parking signs at lot entrances and repositioning of handicapped

parking signs on site.

• Reference to Audit Finding #2015-014: Other -Payment Standard Schedules; Federal Programs -Housing Choice Voucher Program. Condition: “The Authority does not maintain records of their payment standard schedules.” Recommendation: “We recommend that the Authority review the current fair market rents and adopt an updated payment standard schedule, if necessary. The Authority should also maintain records of adopted payment standard schedules.” NELROD Rent Reasonableness Study completed; Contract executed; Computer Software installed; Staff Training completed; Policy completed, reviewed, submitted; Resolutions #2015-19 and #2015-20 submitted for discussion and action.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to accept and approve Secretary’s report. Motion is unanimous.

7. Maintenance Report

a. Accept and approve Maintenance Report

Brief summary of maintenance operations from July 22, 2016 thru August 11, 2016

• During this period we have five apartment turnovers / restorations in process – A-02, A-04, A-10, F-89 and H-102. Of these five apartments A-02, A-04 and F-89 have been completed and the rest are still in

process.

- **Reliable Pest Control performed a Monthly Preventative Maintenance Treatment for all common areas on each of the buildings on Wednesday, July 27, 2016.**
- **We performed 27 Offsite Section 8 inspections (Port-Ins and previously failed units).**
- **In addition to our routine duties, we also responded to 57 Job Orders, of which 32 were completed.**
- **Inventory used –**

Hot Water Tank –2-30 Gal (w/o 3044) (w/o 3150)

Refrigerators – 1(w/o 3044)

20” Stove – 0

24” Stove – 0

Submitted by: _____

Jeffery Dallaire, Maintenance

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to accept and approve Maintenance Report. Motion is unanimous.

8. Public Comments

Ms. Cote asks, are there any updates on the showers.

Executive Director Gordon states it has to go into the Capital Budget a new three year plan or amended Capital Budget.

9. Commissioners Comments

None

10. Executive Session:

a. Request a motion for Executive Session (closed session)

Litigation: Costa v. Warren Housing Authority, et al.; in executive session pursuant to litigation exception: R.I.G.L. sec. 42-46-5(a) (2).

Motion by Vice Chairman Rego, seconded by Commissioner Cotta for Executive Session (closed session) Litigation: Costa v. Warren Housing Authority, et al.; in executive session pursuant to litigation exception: R.I.G.L. sec. 42-46-5(a) (2). Motion is unanimous.

b. Request a motion for Executive Session (closed session) Pursuant to R.I.G.L. sec. 42-46-5 (a) (1) Personnel (subject has been notified).

Motion by Vice Chairman Rego, seconded by Commissioner Cotta for Executive Session (closed session) Pursuant to R.I.G.L. sec. 42-46-5 (a) (1) Personnel (subject has been notified). Motion is unanimous.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to reconvene into open session. Motion is unanimous.

Motion by Vice Chairman Rego, seconded by Commissioner Cotta to authorize Legal Counsel to move forward in accordance with discussion regarding items on the agenda. Motion is unanimous.

11. Adjournment

Motion by Commissioner Ryan, seconded by Commissioner Cotta to adjourn.

8:36PM. Motion is unanimous.